

## **Terms of Reference**

**Post:** Office Assistant- 1

**Post Type:** Full time

**Reporting relationship:** Reporting to the Operations Manager

### **Key tasks, responsibilities and deliverables:**

- Dispatching of letters and documents
- Provide filing services, archiving and offer circulation of mail service within the office
- Perform work related errands as requested such as banking services
- Provide photocopying and document binding services as requested
- Provide administrative support to all the departments of the Corporation
- Provide Administrative support to the meetings held
- Preparing board room for board meetings
- Keeping track of office supplies and orders and report to Operations Department
- Assisting procurement related tasks
- Carry out miscellaneous administrative tasks

### **Requirements**

- GCE O' Level with minimum 3 passes and pass in Dhivehi
- Experience in an office environment would be an added advantage
- Good command of written and spoken English and Dhivehi
- Good interpersonal and communication skills
- Should be able to work using Office software packages

### **Remuneration package**

- Gross pay between MVR 6,000 – MVR 8,500

### **Working Hours**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two non-related referees should be mailed to (info@sdfc.mv) or submitted before 4<sup>th</sup> Septemeber 2019 to the address below. Only short listed candidates will be notified.